

**THE FOLLOWING INFORMATION WILL BE NEEDED BEFORE THE
AUGUSTA RICHMOND COUNTY BOARD OF COMMISSIONERS CAN CONSIDER YOUR
APPLICATION FOR APPROVAL.**

Larry Harris (706) 312-5033 or **Julietta H. Walton** (706) 312-5038

1. Application must be completed, signed and notarized.
(Application must be typed)
Need 2 (two) passport size pictures of applicant.
2. Personnel statement completed.
3. Business license application completed.
4. Plat of property showing distance from nearest church, school, library and public recreation area.
NOTE: If application is a liquor store you must be one mile and a half from the nearest liquor store. In addition to the 300 feet or more which is the required distance from the nearest church, school, library and public recreation.
5. A lease, deed or sales contract should be submitted at the time of application.
6. Financial statement, showing where the monies are coming from to start-up new business.
7. A list of all corporate officers.
8. Applicant needs to initial item #17 on the application.
9. Applicant will be responsible for notifying the Health Department. Also notify George Mutimer at the State Department.

Health Dept. (706) 667-4234 State Dept. (706) 737-1870

10. Have a valid Drivers License to copy available.
Note: In case of an address change, please have driver's license changed and submit a copy to the alcohol license department at the earliest convenience.
11. Must pass inspection by the Augusta Fire Department before a license will be issued.
12. All consumption on premise liquor license is required to report Excise Taxes to this office by the 20th of each month.
Note: See Armando Totka, License & Inspection Auditor
13. One hundred Dollar **(\$100.00)** application fee.